

Process for Submitting Information request under Khyber Pakhtunkhwa Right to Information Ordinance 2013

Step-by-Step Instructions

Fill in the below form or provide this information on a plain paper.

- Attach a copy of your National Identity card with this form.
- Send your application to designated information officer of government department. If information officer has not been designated, send it to head of government department.
- Send it through registered post.
- Keep copy of your application and the receipt of the registered post for your record and future reference.
- Requested information should be provided to you within 10 working days. If government department finds it difficult to collect the information, it may take extra 10 days.
- If information is about protecting life and property of an individual, it will be provided within 2 days.

If Requested information is not provided:

- You can write complaint against the public department to Khyber Pakhtunkhwa Information Commission on a plain paper. (Attach copy of your application; receipt the registered post and the copy of your NIC with your complaint)
- (This commission will be established before 15 December)
- The Khyber Pakhtunkhwa Information Commission will decide on your complaint within 60 days.

Application Template

Name of Applicant:	
NIC No.:	
Father's Name:	
Address:	
Phone No.:	
Name of Public Body from which information is to be obtained:	
Subject matter of record requested:	
Nature of record requested:	

Signatures _____

Date _____

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